



Canon Business Machines (Philippines), Inc.

PURCHASING SPECIALIST

- Candidate must possess Bachelor's Degree in any course.
- Preferably 2-3 years of experience as Purchaser in a manufacturing industry.
- Evaluate all purchase acquisitions and purchase orders on regular basis and develop implementation strategies for all programs and provide optimal level of customer services and prepare all reports to identify cost cutting initiatives.
- Manage all communication for purchase orders with vendors and analyze all communication for same all purchase issues and coordinate with accounts payable department to process all invoices.
- Coordinate with supplier for the quotation.
- Negotiate with supplier for the pricing of products.